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Ont. Ministry of Community and Social Services. CA20 N SM Covernment Publications



WE'D LIKE YOU TO KNOW....1974-75

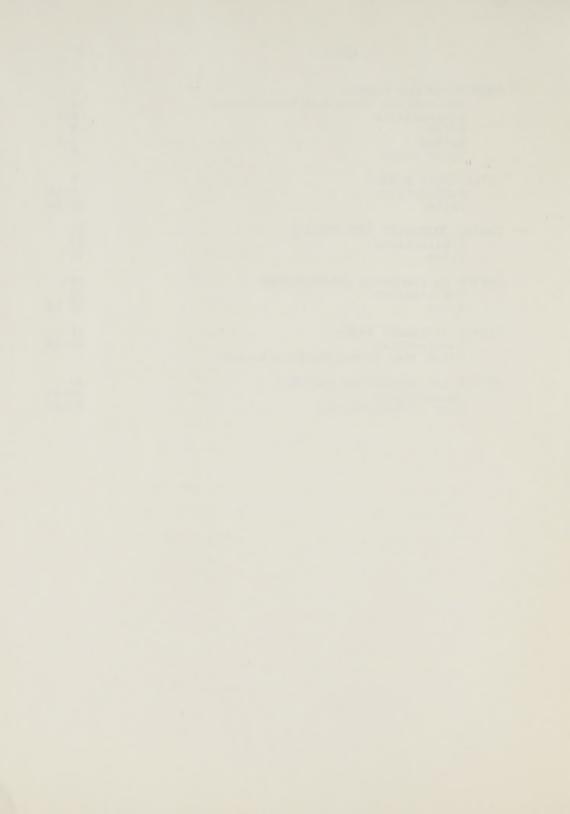
THIS CATALOGUE LISTS ALL PUBLICATIONS, FILMS, VIDEO TAPES AND SLIDE SHOWS AVAILABLE FROM THE MINISTRY OF COMMUNITY AND SOCIAL SERVICES.

INFORMATION IS INCLUDED ON WHERE AND HOW TO ORDER AND TYPES OF EQUIPMENT NEEDED.



INDEX

COMMUNICATIONS BRANCH Legislation (Acts and Regulations) Publications Films Slides Video Tapes	1 2-4 5 6-7 7
CITIZENSHIP BUREAU Publications Films	8 8-10 10-12
INDIAN COMMUNITY SECRETARIAT Publications Films	13 13 13
OFFICE ON COMMUNITY CONSULTATION Publications Films	14 14 14-15
SENIOR CITIZENS' BUREAU Publications Films (See Communications Branch)	16 16-19
SPORTS AND RECREATION BUREAU Publications List of Consultants	20 20-23 23-24



COMMUNICATIONS BRANCH

Legislation

The Athletics Control Act and Regulations

The Charitable Institutions Act and Regulations

The Child Welfare Act and Regulations (Consolidation out of date)

The Children's Boarding Homes Act and Regulations

The Children's Institutions Act and Regulations

The Community Centres Act and Regulations

The Day Nurseries Act and Regulations

The District Welfare Administration Boards Act and Regulations

The Elderly Persons Centres Act and Regulations

The Family Benefits Act and Regulations

The General Welfare Assistance Act and Regulations

The Homemakers and Nurses Services Act and Regulations

The Homes for Retarded Persons Act and Regulations

The Homes for the Aged and Rest Homes Act

The Ministry of Community and Social Services Act and Regulations

The Vocational Rehabilitation Services Act and Regulations

The Soldiers Aid Commission Act

The Indian Welfare Services Act

The Development Services Act 1974



Publications

Community and Social Services

A general outline on all programs of the Ministry of Community and Social Services. (#1) (Also available in French).

What about older people?

Programs of the Ministry for older people, including financial assistance and housing. (#2) (Also available in French).

Do you need a visiting nurse or homemaker?

A special home care service where a homemaker or nurse goes into your home, in a time of need, so that your family can stay together. (#3) (Also available in French).

Opportunities for the handicapped

Programs of the Ontario Government for the physically, emotionally or mentally handicapped. (#4)

Day Care for your child

Programs of the Ministry for children requiring day care, including the kinds of day care available and where to find good day care. (#5) (Also available in French).

Do you need Family Benefits?

A general outline of Family Benefits - a provincial allowance for individuals and families who are in financial need for a prolonged period of time. (#6) (Also available in French).

Do you need General Welfare Assistance?

A general outline of the financial assistance available to those who require temporary help. (#7) (Also available in French).

Recreation programs in your community

A brief description of the Sports and Recreation Bureau Programs. (#9) (Also available in French).

You can appeal

Explains appeal procedure for recipients of provincial Family Benefits, municipal general assistance and provincial vocational rehabilitation services. (#10) (Also available in French).

Get Involved

A brief description of the Office on Community Consultation programs. (#12) (Also available in French).

Adoption Procedure in Ontario under the Child Welfare Act, 1965

Annual Report of the Ministry of Community and Social Services

Board of Review Annual Report

Can You Babysit tonight?
 To help you to be a good babysitter. (Also
 available in French).

Choosing a good Day Care home for your child

A guide for parents, describing how to locate
and what to look for in a good day care home.

Consumer Guide for Senior Citizens
A small pocket guide. (Also available in French).

Day Care for Your Child in a Neighbour's Home
Private-Home Day Care. An Ontario Government
program providing supervised, subsidized
child day care.

District Directory of the Ministry of Community and Social Services

Family Benefits Mothers in Metropolitan Toronto, March 1973

Research study. This study was undertaken to provide an understanding of the attitudes and aspirations of a group of mothers living alone, raising their children.

Institutions for Children and Youth

A list of the residences and homes available to those children and young people who have problems that cannot be met in their own home.

List of Municipal Welfare Administrators

Monthly Statistical Bulletin of Ministry of Community and Social Services

Special Buses for the elderly and disabled in your Community

A description of buses that are exclusively adaptable for transporting wheelchairs and/or ambulatory individuals who have problems boarding regular buses. Also tells how to purchase a special bus. (Available to organizations).



Task Force on Employment Opportunities for Welfare
Recipients - By Barry B. Swadron
Recommended as a reference for students.

The Current Annual Estimates of the Ministry

The Window: Toward an Understanding of Human Need

A booklet for social service workers new in
their jobs as well as for workers wishing to
review the problems of dependency and poverty.
Available to the public from:

Ontario Government Bookstore, 880 Bay Street, Toronto, Ontario.

Too Old...to find real parents?

A look at the adoption of the older child.

Vocational Rehabilitation News

A monthly newsletter which is mailed to all individuals, groups and agencies in Ontario involved in rehabilitation.

Your Family Benefits Handbook

Written to help applicants for and recipients of Family Benefits to know their benefits.

(Also available in French).

Your Rights under the Ontario Legal Aid Plan
A brief description of who is eligible, the
cost, and how to apply for legal assistance.
(Also available in French).

Publications Available from:

Ministry of Community and Social Services, Communications Branch, 7th Floor, Hepburn Block, Queen's Park, Toronto, Ontario.



COMMUNICATIONS BRANCH

Film and Slide Programs

Available from:

Mr. C. Lynn Meek, Modern Talking Pictures, 1943 Leslie Street, Don Mills, Ontario Tel. 444-7359

16 MM FILMS

Equipment Needed:

Optical sound projector; Take up reel; Extension cord.

A Tale of Two Towns

15 minutes. Examines attitudes toward welfare through use of two similar, fictitious communities during an economic depression. The film satirizes how each community handles the problems of welfare payments and the citizens in receipt of welfare.

A Way Out

22 minutes. Showing children as the victims of broken homes and their feelings on being adopted. (Also available in French).

Along the Way

24 minutes. Illustrating the problems arising in adoption and the consequences of enemployment.

All of Us

26 minutes. A colour musical on services of the Citizenship Bureau and the multicultural nature of Ontario's society.

Apt. 209

28 minutes. A colour presentation showing a young physically handicapped couple who succeed in achieving a relatively normal married life.

Reflections

27 minutes. Aimed at the 40 to 60 age group. Designed to stimulate discussion on problems facing older people and promote awareness of the need to prepare for retirement.



TAPE SLIDES

Equipment Needed:

Carousel slide projector; Reel tape recorder; or Cassette tape recorder.

Preparation for Retirement

10 minutes. Describes how one may prepare for retirement.

Attitudes Toward Aging

8 minutes. Instructional program on attitudes on aging.

Of Age and Youth

4 minutes. Studies how both age and youth can benefit from each other.

Living Can be Ageless Theatre

12 minutes. On Labelle Cassette System. Shows the improvements and variety of facilities in Ontario Homes for the Aged.

Family Benefits

7 minutes. A staff training film describing in detail the process of applying for Family Benefits.

Residences for Children and Youth

20 minutes. A colour presentation showing various residences supported and supervised by the Childrens' Services Bureau.

Heritage

12 minutes. Record of activities of Heritage Ontario, held March, 1972.

Adventure Playgrounds

9 minutes. Showing the educational and recreational advantages of Adventure and Creative Playgrounds over the traditional style.

Outreach (In three segments)

(1) Elderly Day Care Project: 3 minutes. Showing senior citizens, living at home or with relatives, who participate in programs and are cared for at local Homes for the Aged on a daily basis.



- (2) Vacation Care: 3 minutes. Showing Homes for the Aged opening their doors to the elderly during family vacation periods, providing a break for both parties.
- (3) Home Sharing Plan: 3 minutes. Showing people in the community providing a family environment for elderly citizens who attend Homes for the Aged on a daily basis.

VIDEO TAPES

Equipment Needed:

Video Tape Deck; Monitor. (Available on 1 inch or ½ inch BIAJ standard)

Greater Riverdale Community Organization

Founding Convention. 30 minutes. Showing the first community to get together to form an umbrella group.

The School

35 minutes. Showing programs and people involved in a volunteer school for welfare recipients desiring to improve their status.

Take A Hand

30 minutes. Shows women involved in various social service programs. With music and commentary.

Minotaur

12 minutes. Demonstrating the new computerized index system in the municipal welfare office.

Social Work as a Career

8 minutes. Showing procedures, problems and rewards in social work as a career. With comments by social workers.



CITIZENSHIP BUREAU

Publications

1. Language and Citizenship Section

The majority of these are available only to teachers of English as a Second Language.

TESL Talk

A bulletin published quarterly for practicing teachers of English as a Second Language.

Directory of Language and Citizenship Classes for Adult Newcomers in Ontario

The directory identifies the English language classes provided across the Province by School Boards, church groups, Volunteer Organizations and Colleges of Applied Arts and Technology. Distributed to agencies working with newcomers.

The Sound System of English

A practical introduction to English phonetics.

General Methodology

A survey of English structure as presented in the classroom.

The Structure of English

Teaching English as a Second Language to Children

Using Short Stories for Advanced ESL Classes

A Situation Approach to Teaching the Professional Class

Teaching Pronunciation to Chinese Learners

Instructions for Organizing and Operating ESL Classes

Annual TESL Conference Reports



Newcomer News

A graded English Language tabloid newspaper produced and distributed to all adult newcomer language classes in the Province. (ESL teachers receive notes on how to effectively use Newcomer News in the classroom).

An Introduction to Canadian English

Three students' workbooks and three teachers' handbooks.

Words are Important

Three student's books.

French

Three books on an oral approach to French.

Welcome Kits

Consisting of booklets, help folders and welcome letters available to teachers and immigrants in English, French, Italian, German, Greek, Portuguese, Serbo-Croatian.

2. Orientation Section

Handbook for Counsellors of Newcomers

Formerly "A Guide to Services 71-72"
This guide is distributed to teachers
of ESL, counsellors and immigrant aid
agencies working with newcomers in
Ontario. Also sold in Government Bookstores
for those not eligible for a file copy.

Appendices for Handbook for Counsellors of Newcomers

Available for Metro Toronto, Ottawa, London, Sudbury, Hamilton/Burlington, Oshawa/Whitby, Windsor, Thunder Bay, Bay of Quinte, Kingston, Bruce/Grey Counties, Peterborough/Lindsay, Norfolk County, District of Timiskaming. Others are planned.



Ontario and You

A booklet in nine languages to inform newcomers about Federal, Provincial, Municipal and private services of interest to newcomers. The languages are English, Chinese, Greek, Portuguese, Serbo-Croatian, German, French, Spanish and Italian. Translations to Polish, Finnish and Korean will be available be September, 1974.

Teachers Course Guides

Will aid teachers to prepare orientation programs.

3. Inter-Group Development Section

Canadian Ethnic Groups

A bibliography (sold in Government Bookstore).

Heritage Ontario Congress Report

Heritage Ontario Congress Summary

FILMS

A. Classroom demonstration films

A series of 21 films prepared by the Ontario Citizenship Bureau and featuring demonstration teachers from this bureau and a number of Boards of Education. The films vary in length from 12 to 30 minutes.

Children's Classes

- 1. Teaching a Story
- 2. The Use of Puppets
- 3. The Experience Chart (colour 22 mins.)
- 4. Language Games (colour 18 mins.)
- 5. What a Lovely House (colour).

Adult Classes

- 1. The Use of Wall Charts for Pattern Practice.
- 2. English Sentence Rhythm.
- 3. Teaching Advanced Verb Patterns.
- 4. Teaching a Conversation.
- 5. Making Grammatical Drills Interesting (colour).
- 6. Cumulative Oral Drills (colour).
- 7. 2 and 3 Work Verbs (colour 20 mins.).
- 8. Modals (colour 35 mins.).
- 9. Towards Free Conversation (colour 35 mins.).



B. Films on Language and Language Teaching in $\overline{\text{General}}$

Prepared by the Centre of Applied Linguistics - Washington D.C. (Four films, each about one half hour in length).

The following films have been prepared for teacher training purposes:

- 1. The Nature of Language and How it is Learned.
- 2. The Sounds of Language.
- 3. The Organization of Language.
- 4. Words and Their Meanings.

C. View and Teach

A series of twelve films, each about 15 minutes in length, produced by the BBC in association with the British Council. The children who appear in the classroom scenes are about 12 years old, but methods suggested can easily be adapted by younger children and in most cases for adult classes.

- 1. Teaching a New Pattern.
- 2. Oral Practice.
- 3. Question and Answer.
- 4. Sentence Patterns.
- 5. Practice with Picture Sets.
- 6. Conversation with the Blackboard.
- 7. Acting a Story.
- 8. Acting from Pictures.
- 9. Bringing in the Outside World.
- 10. Rhythms of English Speech.
- 11. Tunes of English Speech.
- 12. Planning Oral Work.

Films #1-4 are best shown in that order. Other films may be shown as desired.

D. Social and Cultural Films

Here We Go Round

Kaleidoscopic look at newcomers; impressions of the immigrant's situation in his new homeland (colour - 25 mins.).



Mirror

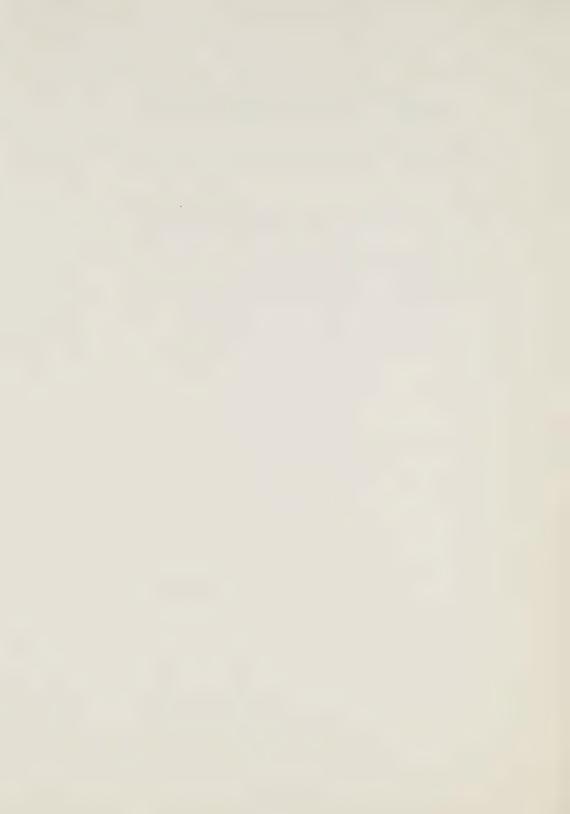
To stimulate discussion and involvement in a wide range of issues which are relevant to life in contemporary society.

A Place To Stand

Ontario's award winning film, first shown at Expo.

These publications and audio visual presentations of the Citizenship Bureau are available from:

Ministry of Community and Social Services, Citizenship Bureau, Travellers' Tower, 24th Flr., 400 University Ave., Toronto, Ontario.



INDIAN COMMUNITY SECRETARIAT

Publication

Indian Community Projects 1972-73

A brief description of projects to which the Indian Community Secretariat provided financial support.

Film

The Minaki Film

Changes in the Minaki community resulting from new housing projects and social service programs.

Available from:

Ministry of Community and Social Services, Indian Community Secretariat, 24th Floor, 400 University Ave., Toronto, Ontario.



OFFICE ON COMMUNITY CONSULTATION

Publications

Conference Planning

Discussion Leader's Handbook

Getting People Together
Organizing a community group.

Greater Riverdale Organization Case Study.

Resources for Community Groups
Outlines some of the potential resources
available to citizens and community groups
from three levels of government and the
private sector.

Directory for Ontario Community Groups

A booklet describing the nature and location of self-help citizen and community groups in Ontario.

Community Crafts

Case study of community groups in the Grange area of Toronto.

Public Participation in Policy, Planning and Programme

Describes the community development process of citizen involvement in the decision-making process.

Films

We

A 27 minute film which explores the basic philosophy of community self-help groups as expressed by the members themselves, their elected representatives, and administrators.



Community Crafts

Prints were obtained of a six-minute film produced by CBC News about low-income and welfare women's craft co-op in downtown Toronto.

Sudbury Conference

A 27-minute film which documents the community awareness Conference sponsored by Office on Community Consultation held in Sudbury in June, 1971. This film deals with the concept of this type of conference and shows groups of citizens dealing with local issues in workshops and confronting elected representatives in the main body of the Conference.

The films and publications of the Office on Community Consultation are available from:

Ministry of Community and Social Services, Office on Community Consultation, Travellers' Tower, 24th Flr., 400 University Ave., Toronto, Ontario.



SENIOR CITIZENS' BUREAU

Publications

Planning

Ten Steps in Evaluating Proposals for New and Additional Domiciliary Care Accommodation, Group Homes or Elderly Persons' Centres. (Memorandum #55/70).

(For Halfway Houses, refer to "Publications" Communications Branch).

Architectural

Guides for Food Service and Kitchen Planning in Homes for the Aged. (Planning Guide 1-72).

Elderly Persons' Centres

Proceeding:

2nd Ontario Elderly Persons' Centres Conference Windsor, Ontario - Sept. 15th and 16th, 1971.

Dietary

Meals-on-Wheels - A Community Service. (Courtesy of the Ontario Dietetic Association).

Socio-Medical

Proceedings for the 7th Annual Conference of Physicians to Charitable and Municipal Homes for the Aged - October 20th, 1972.

Memoranda

#31/69 - The Adjuvant: Helper in our Homes for the Aged.

Attitudes Toward Aging

Identifying Standard Attitudes Toward Senescence by Andrew Kapos, Ph.D. and David Smith, M.A. (Describes the research leading to Opinions about People Form A, a measure of attitudes toward aging and the aged, developed in co-operation with the Ontario Welfare Council).



Opinions about People: Guidelines and Manual
For use with Opinions about People Form A,
in educational and training programs for
those working with the aged; available from
Ontario Welfare Council for mailing costs).

Attitudes Toward Retirement Found in a Longitudinal Study of Aging - by Sr. St. Michael Guinan, Lawrence Crawford and Jean Matlow.

The paper, given at the International Congress of Gerontology, Kiev, U.S.S.R., July 2-7, 1972, surveys the Ontario Long Term Study of Aging's findings on attitudes.

Long-Term Study of Aging 1959 - 1978:

Measures of Leisure Time Activities of Men in Their Early Fifties, June, 1972.

Some Findings on Health, September, 1972.

Both reports describe research findings for 1,508 Ontario men and women aged 45-54 in a longitudinal study of aging.

Retirement: (Reprints available)

Learning the Art of Retirement - by Len Douse.

Reprinted from The Labour Gazette, Canada

Department of Labour, September, 1971.

The Final Plateau - by Peggy Butler
Reprinted from Task, Ontario Ministry of
Labour, December, 1970.

Retirement - A Bibliography and Sourcebook December, 1972.

For those concerned with retirement - the planners and participants of preparation for retirement programs; the professional or student wishing to review the literature; the individual thinking about his future. (Available at Ontario Government Bookstore \$1.00).



General

Maturation and Aging - by Sr. St. Michael Guinan.

Reprinted from Donum Dei, no. 15, compares the developmental stages of human life from infancy to old age as envisaged by the psychologist and by spiritual writers beginning with St. Paul. (Hull, LeClerc Printers, 1971).

Song Books - "Sing Out"

(a) All Time and Old Time Favourites.

The Publications of the Senior Citizens' Bureau are available from:

Ministry of Community and Social Services, Senior Citizens' Bureau, 5th Flr, Hepburn Block, Queen's Park, Toronto, Ontario

Telephone: 965-7695



Publications

"Aging"

Key terms - Definitions.

Learning the Art of Retirement - by Len Douse.

Report from Labour Gazette, 1971.

New Pulbications and Developments in the Field of Social Gerontology

Memo 24/73.

Ontario's Senior Citizens

Statistics. Memo 37/73.

Proceedings, First Residents' Council Conference Ontario Homes for the Aged.

Toronto, 1973.

Proceedings, Second Elderly Persons Centres Conference

Windsor, 1972.

Proceedings, Seventh Annual Conference of Physicians Serving Charitable and Municipal Homes for the Aged.

1972, 92 pp.

Sing-Out

Large print song book of 87 songs for Senior Citizens.

Who Needs a Residents' Council?

9 pp. brochure. Deals with residents' development through councils on Homes for the Aged, 1973.

Kit of various publications prepared for Ontario's Senior Citizens' Week, June 16-22, 1974.

Available:

Senior Citizens' Bureau, 5th Floor, Hearst Block, Queen's Park, Toronto, Ontario. Tel. 965-3630



SPORTS AND RECREATION BUREAU

Publications

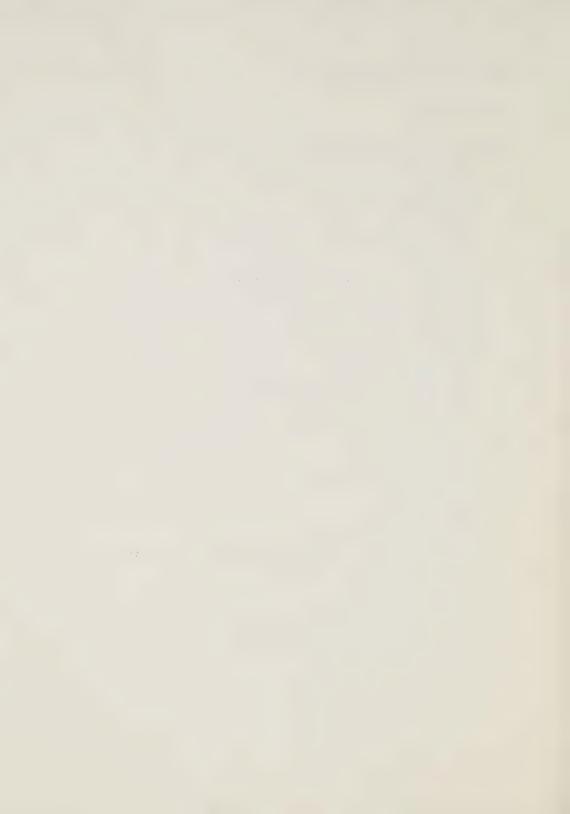
Arts and Crafts - Manuals for Leaders:

Art and the Young Patient Batik Casting as a Sculpture Medium Composition and Colour Enamelling Finger Weaves and Simple Looms Four Harness Weaving Intaglio Jewellery Modelling as a Sculpture Medium Oil Painting Painting in Mixed Mediums Photography Picture Framing Serigraphy Spinning and Dyeing Watercolour Weaving on a Boxloom Woodcut and Linoblock Printing Wood Sculpture Youth. Art. Environments

Children's Activities

Art and Crafts
Music and Singing Games
Nature Study
Puppetry
Quiet Periods
Special Events
Sports and Active Games
Day Camp Manual - (distributed only to directors of camps).

- 1. Administration
- 2. Staff
- 3. The Camper
- 4. Program
- A Study of Mandatory Standards and Desirable Practices for Children's Day Camps.



Notes for Community Leaders

- 1. The Community
- 2. Community Organizations

Leadership Leaflet - 1973-74 courses

Gives general information about the leadership programs of the Sports and Recreation Bureau and describes in detail the three year Provincial Institute program.

- 3. Administration
- 4. Leaders and Members
- 5. Program Planning
- 6. Effective Meetings
- 7. Speaking in Public
- 8. Teaching Adults
- 9. Evaluation
- 10. Publicity and Public Relations
- 11. Community Conferences and Seminars

Notes for Discussion Leaders (leaflet)

The Recorder in the Discussion Group (leaflet)

Playground Manuals for Leaders

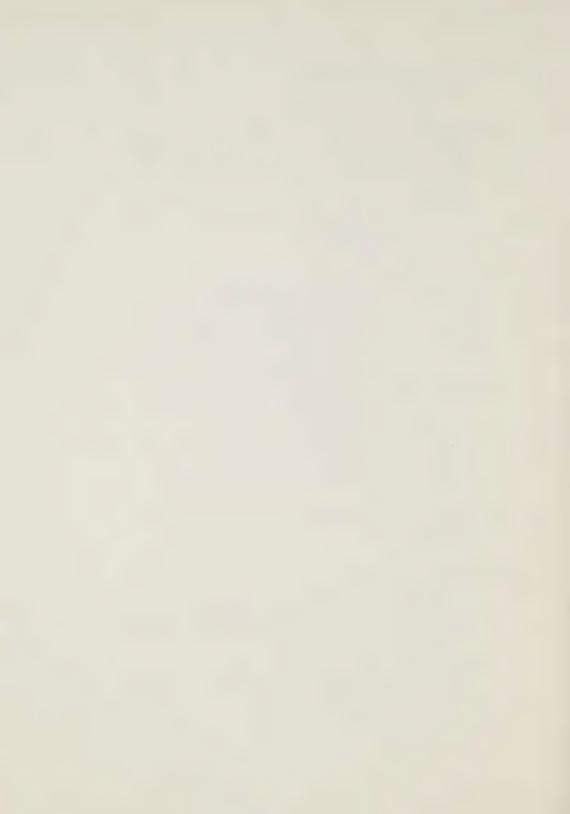
- 1. Your Summer Playground Job Bibliography
- 2. Playground Administration
- 3. Playground Leadership
- 4. Planning and Program
- 5. Publicity and Public Relations
- 6. Safety: Discipline
- Children's Needs and Characteristics; Recognition

Sports Manuals for Coaches

Softball Soccer

Municipal Recreation Bulletins

- 1. Recreation and Leisure
- 2. Community Development for Leisure
- 3. Municipal Government and Recreation Services
- 4. Administration and Operation of the Municipal Recreation Service
- 5. Financing Municipal Recreation
- 6. Cooperative Action
- 7. Leaders and Leadership Development Program
- 8. The Role of the Professional
- 9. Facilities for Recreation
- 10. Public Relations
- 11. Evaluation



- 12. Working with Volunteers
- 13. Community Conferences
- 14. A Community Council for the Arts
- 15. Community Sports Council
- 17. Sports and Recreation Bureau Services

Programs for Older People

Organizing Club Activities with Older People

Job of Executive Officers in Senior Citizens'

Retiring Soon?

Recreation

Notes on the Planning, Design and Construction of Arenas

Community Research

A Path to the Community - A Recreationist's Guide to Community Research

Audio-Visual Catalogue

Lists a small collection of films, tapes, slides, loops on community recreation, recreation organization, community development, youth, human relations, art, crafts, teaching sports and parent education.

Library Catalogue

Reference books on community leadership, adult education, recreation theory and practice, fine art and filmmaking, sociology, sports and fitness.

Drama Catalogue

Listing includes plays and technical books on theatre. For study and selection of a play, single copies of up to 10 different plays may be borrowed at one time. When selection has been made, permission to perform and cast copies can be secured through the publisher. For play reading only, sets of cast copies may be borrowed for two weeks.



District of

Thunder Bay and

isolated communities

REQUESTS for publications, films, slide presentations and books should be made through directors of recreation, municipal recreation committees or the consultants, Sports and Recreation, located in regional offices. Many community libraries have loan copies.

Thunder Bay, Ontario

LIST OF CONSULTANTS - Sports and Recreation

P7B 2S6

10 Water Street

Northwestern

in Patricia Telephone: 344-9601 18 King Street, Districts of Kenora, Rainy River Dryden, Ontario P8N 1B1 and Southern Patricia Telephone; 223-2271 1349 Lasalle Blvd. Districts of Algoma, Northern Sudbury, Ontario Sudbury, Manitoulin P3A 1Z5 Telephone: 566-3480 Districts of Muskoka, 222 McIntyre St. W. Third Floor, Timiskaming, Parry Sound, Nipissing and Box 327. North Bay, Ontario Cochrane PlB 2Y8 Telephone 474-8210 Southwestern 759 Hyde Park Rd. Counties of Middlesex, Elgin, Kent, Essex London, Ontario N6H 2S6 Lambton and Huron Waterloo Square, Counties of Waterloo, Suite 501, Perth, Wellington, Waterloo, Ontario Oxford and Brant N2J 1P2 Telephone: 579-3130 Regional Municipalities 135 James St. S. Central Suite 425, of Niagara, Hamilton, Wentworth, Halton, Box 870, Hamilton, Ontario Counties of Norfolk and Haldimand L8N 3N9 Telephone: 528-1414



400 University Ave., 23rd Floor, Toronto, Ontario M7A 1H9 Telephone: 965-6311

Boroughs of East York, North York, Scarborough, and Etobicoke, City of Toronto, Regional Municipality of Peel, Cities of Oshawa, Ajax, Whitby and the Twsp. of Pickering

110 Dunlop Street E. Box 910, Barrie, Ontario I4M 4T2 Telephone: 726-8250 Regional Municipality of York, Counties of Dufferin, Haliburton, Halton, Ontario, Peel, Simcoe, Victoria and York, Boroughs of East York, Etobicoke, North York, Scarborough, York and City of Toronto

Eastern

14 Bridge St. W. P.O. Box 816, Belleville, Ontario K8N 5B5 Telephone: 968-3506 Counties of Durham, Hastings, Northumberland, Peterborough, and Prince Edward

Rideau Trust Bldg. 1 Nicholas Street Ottawa, Ontario KlN 7B7 Telephone: 232-1116 Counties of Carleton, Dundas, Glengarry, Lanark, Prescott, Renfrew, Russell and Stormont

1055 Princess Street, Box 970, Kingston, Ontario K7L 4Y3 Telephone: 544-6206 Counties of Frontenac, Grenville, Lennox, Addington and Leeds



